



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 26, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 30, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 13, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Bike/Pedestrian Coordinator  
Bureau of Planning  
Office of Planning and Programming  
Springfield

Attachments  
41075

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, September 13, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Technical Manager IV

**Salary Range:** \$5,015 - \$9,155

**Position Title:** Bike/Pedestrian Coordinator

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW414-23-10-303-00-01

**IPR#:** 41075

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#### Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Planning/2300 South Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position is accountable for planning and coordinating projects and funding for the non-motorized transportation program in direct support of the department's multi-modal transportation program.

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#### Special Qualifications:

##### **Required:**

- A valid driver's license
- Occasional in-and out-of-state travel with possible overnight stays

##### **Desired:**

- Knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in urban planning, transportation planning, business, economics, public finance or public administration
- Five years of experience in transportation planning, program management, or equivalent combination of experience and training
- Ability to plan, organize and execute administrative or technical program requirements

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May 13, 2016	<b>POSITION:</b>	Bike/Pedestrian Coordinator
<b>APPROVED BY:</b>	<i>Bruce Carmitchel</i>	<b>OFFICE:</b>	Planning and Programming/ Bureau of Planning
<b>CODE:</b>	PW414-23-10-303-00-01	<b>REPORTS TO:</b>	Metropolitan Planning Section Chief

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***Position Purpose***

This position is accountable for planning and coordinating the non-motorized transportation as part of the Department's inter-modal program planning. This position will work closely with various offices within the Department as well as many advocacy groups and local governmental entities outside the Department.

***Dimensions***

Projects Reviews:	200 Projects/\$200 Million Annually
Meetings/Presentations	5 to 10 Annually
Training:	5 to 10 Annually
Project Monitoring:	200 Annually

***Nature and Scope***

This person reports to the Metropolitan Program Planning Section Chief.

Since the Clean Air Act Amendments of 1990 and the Intermodal Surface Transportation Efficiency Act of 1991, federal policy has moved away from simply providing the traditional facilities used by cars, trucks, and buses. With continued emphasis in this area from both MAP 21 and the FAST Act, the Department has been compelled to give bicycle and pedestrian ways full consideration in the planning of its transportation facilities.

Typical challenges of this position include being an advocate to the rest of the Department for the non-motorized transportation facilities planning. Perhaps the biggest challenge is the incumbent's responsibility to monitor and help outside entities with the successful completion of Bike/Pedestrian projects under the Illinois Transportation Enhancement Program (ITEP) and Transportation Alternatives Program (TAP). There are challenges to avoid money lapse due to poor progress on projects which need to be monitored and dealt with on a constant basis.

This position has a wide range of responsibilities concerning non-motorized transportation which include working with the Bureau of Programming in administering the ITEP and TAP programs statewide. The incumbent establishes priorities to facilitate the completion of the various and numerous tasks involved in the Bike/Pedestrian program. Working with numerous departmental offices enables this position to have Bike/Pedestrian planning become an accepted and routine part of any transportation planning. Much effort will be spent dealing with the competing wants and needs, especially financial needs that are inherent to transportation planning.

This position is given wide latitude in helping to shape the Bike/Pedestrian landscape in Illinois and the incumbent must be creative, diplomatic, instinctive and well informed. The incumbent accomplishes the majority of responsibilities with very limited supervision. Only the complex and/or sensitive issues are referred to the supervisor for review and approval. S/He is constrained by applicable departmental/state/federal regulations.

The incumbent works with the Office of Planning and Programming; the Bureaus of Design and Environment, Bridges and Structures, Operations, Local Roads; the highways district offices, and Office of Chief Counsel. Externally, the incumbent interacts frequently with the Department of Natural Resources, Office of Tourism, Secretary of State's Office, Illinois State Police, forest preserve districts, municipalities, county engineers, metropolitan planning organizations, other state DOTs, FHWA, and countless advocacy groups. Occasional in-and out-of-state travel with overnight stays may be required.

The effectiveness of this position can be measured by the extent to which responsibilities are accomplished, with regard to quality and time constraints. Success is indicated by the extent to which the Department integrates the concepts of broader transportation policies and approaches.

### ***Principal Accountabilities***

1. Assists in actively managing local ITEP and TAP projects.
2. Coordinates with the Bicycle and Pedestrian Engineer in the Bureau of Design and Environment to ensure plans are implemented through policy.
3. Works with MPOs and other planning agencies on Bicycle/Pedestrian planning issues.
4. Develops, review, printed materials such as quarterly newsletters, maps showing bicycle and pedestrian routes, safety information, and answer inquiries from citizens.
5. Assists in the development and update of the state Comprehensive Bicycle and Pedestrian Transportation Plan.
6. Assists in development of state and MPO level bicycle and pedestrian facility plans.
7. Develops guidelines to assist all metropolitan areas in developing a comprehensive pedestrian/bicycle plan and provide assistance to local jurisdictions in the development of plans and programs.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.